

## Brief reason for the revision:

Updating a few things along with implementing CloudGavel to include GO 405.2.3 has become obsolete. The warrants folder is no longer checked since the CloudGavel warrants are e-mailed directly to us now.

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## 405 Warrants

### 405.2 ARREST WARRANTS

#### 405.2.1 ARREST WARRANT "PICKUP" SUPPLEMENT

Any employee wishing to obtain an arrest warrant for a person will first complete a "PICKUP" supplement in Versadex using the "PICKUP" supplement template.

- (a) Completely fill out the "PICKUP" supplement to include the following information:
1. Name, date of birth, race, and sex of the wanted person.
  2. Any known aliases.
  3. Identification numbers (e.g., Texas DL/ID, SSN, DPS SID, FBI, APD).
  4. Any other state identifiers (e.g., handgun/firearm permit).
  5. Residence address(es). Clearly notate in this field if a subject is currently in custody at any detention facility and advise the Central Records/Warrant Unit staff when dropping the warrant off.
  6. Employer(s).
  7. Vehicle(s) information (e.g., license plate number, make, color, style, year model) to include:  
(a) Registration (28) return.  
(b) If the vehicle belongs to the subject or the subject is known to drive the vehicle.
  8. Any other vehicle identifiers (e.g., collision information, bumper stickers).
  9. Charge being filed.
  10. Clearly state if the person is violent, has a history of resisting arrest, has any history of previous weapons charges, or is licensed to carry a firearm. Cautions will not be added if these are not included.
  11. Name and phone number of the District Attorney contacted for NCIC extradition purposes.
  12. Advise if you do not want a request to apprehend to be sent to another agency.
- (b) After ~~the warrant has been signed by a Magistrate,~~ a Judge has signed the warrant, the employee will update the "PICKUP" supplement with the warrant number, bond amount, and issuing ~~Magistrate~~Judge.

#### ~~405.2.3 SCANNING REQUIRED ARREST WARRANT DOCUMENTATION~~

~~Warrant packet items must be scanned in the following order via a Xerox scan/copy station into the G:\Xerox\Warrants folder after the arrest affidavit/complaint is signed by a judge but prior to submitting the hard copies to the Central Records/Warrant Unit.~~

- ~~(a) Original signed warrant. (Copy if charges filed in Williamson County)~~  
~~(b) Copy of the affidavit/complaint signed by the magistrate.~~  
~~(c) Emergency Protective Order (EPO) for Family Violence offenses, if applicable.~~  
~~(d) Victim Notification Form for Family Violence offenses, if applicable.~~  
~~(e) Detective Warrant Served Notice form.~~

#### 405.2.34 SUBMITTING DOCUMENTATION TO CENTRAL RECORDS/WARRANT UNIT

- ~~(a) Original APD arrest warrant packets will be filed with the Central Records/Warrant Unit immediately after being scanned if the warrant is obtained during the Central Records/Warrant Unit's normal business hours.~~
- (a) Wet ink signature warrants (warrants physically signed by the Judge) must have the original submitted to the warrant office. Copies will not be accepted or entered into TCIC/NCIC. Submit CloudGavel warrants to [fugitive.apprehension@austintexas.gov](mailto:fugitive.apprehension@austintexas.gov) for entry. Do not send warrants to personal email addresses.
1. If the warrant is obtained after Central Records/Warrant Unit's normal business hours, ~~Teletype will be notified then notify Teletype~~ directly by phone of the arrest warrant. ~~If the warrant meets the criteria for immediate entry, the entire arrest warrant packet will be faxed to Teletype at 974-0900. Email [apdteletype@austintexas.gov](mailto:apdteletype@austintexas.gov) the entire arrest warrant packet if the warrant meets the criteria for immediate entry.~~
  2. An exception to this rule will be authorized when the arrest warrant is served immediately upon receipt (e.g., suspect is being interviewed, suspect is under surveillance). The warrant does not need to be submitted to the warrant office if it is served immediately. The officer return execution page must be filled out and the warrant forwarded to the appropriate clerk's office.
  3. Check to see if the subject is in custody. If they are, the executed warrant must be submitted to [fugitive.apprehension@austintexas.gov](mailto:fugitive.apprehension@austintexas.gov) with a completed additional charge sheet and the executed officers return page.
- (b) The arrest warrant packet will include the following documentation:
1. Original warrant, ~~if physically signed.~~ Electronically signed warrant if done through [CloudGavel](#).
  2. Copy of the affidavit/complaint signed by the Judge.
  3. Copy of the suspect's driver's license and/or state ID return.
  4. Printout of the "PICKUP" supplement to the incident report.
  5. Printout of the subject's QH from CCH (state) and QH from NCIC (national). Do not submit the QR rap sheets, ~~this will result in a rejection of the warrant. If there are multiple responses, the correct CCH must be separated from the incorrect CCH. If there is a SID or FBI number, re-run the CCH using "either or".~~
  6. Emergency Protective Order (EPO) for Family Violence offenses, if applicable.
  7. Victim Notification Form for Family Violence offenses, if applicable.
  8. Any other information pertinent to the wanted subject or investigation.
  9. Detective Warrant Served Notice form.
- (c) ~~Employees may provide a copy of a filed arrest warrant to any officer or Investigative Unit, after the warrant packet has been scanned and submitted to the Central Records/Warrant Unit.~~ Warrants will be clearly stamped "COPY."

#### 405.2.4 Rejection of Warrant

Warrants must be accurate and complete to be accepted for entry. Warrants will be rejected for any of the below reasons:

- (a) If there is any inaccurate or incomplete information listed. Warrants must have accurate cause and offense numbers, a Judge's signature, charge, issue date, subject info, charge/level, court, and officer's name and AP #.
- (b) If there is any inaccurate or incomplete information in the pickup. Height, weight, hair color, and eye color are required for entry into TCIC/NCIC per FBI policy.
- (c) If the subject is found to be in custody with TCSO and the warrant is not executed and/or a completed additional charge sheet is not included.
- (d) If a CloudGavel warrant has a handwritten correction. No handwritten corrections are allowed on CloudGavel warrants. Necessary corrections must be made and the warrant re-submitted to the Judge.